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18 September 1984

MEMORANDUM FOR: Executive Director
Deputy Director for Intelligence
Deputy Director for Operations
Deputy Director for Science and Technology
General Counsel
Inspector General
Comptroller

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FROM: [REDACTED]
Chief, Regulations Control Division

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SUBJECT: Proposed Revision of [REDACTED] Penalty Mail
(Job #847)

FOR YOUR INFORMATION:

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1. This proposed revision of [REDACTED] was initiated by the Office of Logistics to set forth an up-to-date statement of policy concerning the use of penalty mail by the Agency. The proposal limits the use of penalty mail to items weighing one pound or less. Procedures and responsibilities are clarified and administrative titles also have been updated.

2. We plan to send the proposal to the Deputy Director for Administration for approval on 3 October 1984. Please direct any questions or comments to the undersigned before that date.

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Attachments:

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- A. Concurrence Sheet (OGC)
- B. Proposed Revision of [REDACTED]

cc: SSA/DDA OC
AO/DCI OMS
OL OTE
OP ODP
OS OIS/IRMD
OF

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4-3015 9/19

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HQ. INSTRUCTION SHEET

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REMOVE			INSERT			EXPLANATION
REG. NOS.	PAGE NOS.	DATE	REG. NOS.	PAGE NOS.	DATE	
	5-6	5/20/83				<p>is revised to set forth an up-to-date statement of policy for the use of penalty mail by the Agency.</p> <p>Page numbers of the regulation have been changed as part of a new procedure. All headquarters regulations will be changed to start with page one.</p>
<p>Arrows in the page margin show the locations of the changes described above.</p>						

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